



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
CEDAR STREET ARMORY – 600 CEDAR STREET
ST. PAUL, MN 55155-2098
TELEPHONE: (651) 282-4155 DSN: 825-4155



OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 19-109

OPENING DATE: 6 November 2018

CLOSING DATE: 5 December 2018

RANK/GRADE: MSgt/E-7

POSITION TITLE: IT Specialist (INFOSEC)

AFSC: 3D0X3, 3D0X2, 3D0X0, 3D1X0,
3D1X1, 3D1X2, 3D1X3

DUTY LOCATION: 148 FW, Communications Squadron, Duluth, MN

SELECTING OFFICIAL: 2Lt Andrew Busam Comm: 218-788-7275 or DSN: 825-7275

WHO MAY APPLY: **ENLISTED** (SrA/E-4 through MSgt/E-7) are eligible to apply. At this time only the rank of TSgt/E-6 is available. Higher grades may apply; however, may need to take a reduction in rank. The military grade of the supervisor must equal or exceed the grade of personnel supervised.

REMARKS: PCS funding is available. Acceptance of an AGR position will result in termination of Selected Reserve bonuses. **Any AFSC may apply; however, selected applicant will need to retrain to a 3D0X3 if not already held.**

DUTIES AND RESPONSIBILITIES: This position is located in the Plans and Resources Section of a Base Communications Unit. This is an Air National Guard (ANG) Dual Status Technician position requiring military membership, compatible military skill assignment, and classification. The purpose of this position is to serve as the Base Information Assurance Manager who is the wing commander's authority and focal point for Information Assurance. Manages the communication-computer security (COMPUSEC) program, Electronic Key Management System (EKMS), Emission Security, and Information Assurance Awareness Programs. Serves as the Wing Information Assurance Manager. Applies Information Technology (IT) security principles, methods, and security products to protect and maintain the availability, integrity, confidentiality, and accountability of information system resources and information processed throughout the system's life cycle. Manages the Network Security Program. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996. Serves as the Communications Security (COMSEC) Manager for all cryptographic activities including managing the Cryptographic Access Program (CAP). Implements and manages the Electronic Key Management System (EKMS) program. Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. The primary duty of this position will be to serve as the JWICS ISSO (Information System Security Manager), and as a COMSEC Manager. Performs other duties as assigned.

LENGTH OF TOUR: IAW ANGI 36-101, paragraph 2.6, Initial tours may not exceed 3 years. Member's must remain in the position to which initially assigned for a minimum of 24 months. Waivers may be approved in exceptional circumstances by TAG. Follow-on tour lengths may be from 1 to 6 years. Tours may not extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD) for Lt Col and above.

AGR PROGRAM BENEFITS: Salary is determined by military grade and time in service. Member is authorized Subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave; medical and dental care. TRICARE Standard United Health Care Military and Veterans coverage for dependents. Military Exchange and Commissary privileges.

HOW TO APPLY: Applicants must forward the forms listed below to arrive in the Human Resource Office no later than the Closing Date indicated above. E-mail applications to nq.mn.mnarmg.mbx.assets-hro@mail.mil subject line must read (AGR application 19-XXX last name). **Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted.** If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application 19-XXX Smith, 1 of 2). For questions, please call 651-282-4155 or email nq.mn.mnarmg.mbx.assets-hro@mail.mil

REQUIRED: [NGB Form 34-1](#)
Current Report of Individual Person (RIP)
DD 214(s)
Report of Individual Fitness (AFFMS)

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at <http://minnesotanationalguard.ng.mil/full-time-jobs-in-minnesota/>. You may request a copy of the Selecting Official Evaluation / Recommendation Form AGO 157 after your interview and notification of selection/non-selection by emailing ng.mn.mnamg.mbx.assets-hro@mail.mil.

AGR PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a current member of the Minnesota Air National Guard.
2. Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI 36-2905.
3. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exams must be conducted not more than 36 months prior to entry on AGR duty. HIV test must be within six (6) months prior to the tour start date.
4. Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
5. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
6. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
7. Minnesota Air National Guard enlisted members currently serving in an AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC.
8. A Minnesota Air National Guard/AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from the AGR program.
9. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
10. IAW ANGI 36-101, paragraph 2.1.3.8, an individual must not have been previously separated for cause from active duty or previous AGR tour.
11. IAW ANGI 36-101, paragraph 2.1.3.6, AGR personnel may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian).
12. IAW ANGI 36-101, paragraph 2.1.3.7, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 2 of ANGI 36-101.
13. IAW ANGI 36-101, paragraph 2.2.3, members must remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement in exceptional circumstances which must be requested through the AGR member's current full-time OIC.
14. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.

The Minnesota Department of Military Affairs is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. Pre-selection is not only counter-productive to effective recruitment and placement, but also violates Minnesota National Guard Merit Placement principles and will not be tolerated. If you have information or questions regarding this issue, please contact the Equal Employment Manager at 651-282-4472 or 651-282-4078.